



Position Description

Classification Title:	Residence Life Coordinator III
Working Title:	Coordinator for Student Engagement
Supervisor's Working Title:	Associate Director of Housing and Residence Life
Hours/Shift:	40 hours/week
Department:	Housing and Residence Life
Supervisory Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Employee Category:	Academic Staff
FLSA Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
Date Created/Updated:	12/10/21
Position of Trust:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)
Position of Trust with Access to Vulnerable Populations:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are <u>not</u> enrolled or accepted for enrollment at a UW System Institution, and medical patients)

Position Summary

The Coordinator for Student Engagement position is a full-time, 12-month central staff position and reports to the Associate Director of Housing and Residence Life. This team member will provide oversight and direction for all student staff selection and training, plus volunteer management and development. In addition, this position will lead departmental initiatives in all equity, diversity, and inclusion training and programs. This position will be pivotal in serving as leadership coach for the Residence Hall Association and the Julie E Zsido Chapter of the National Residence Hall Honorary, which provide campus programming, policy recommendations, and recognition efforts to our campus community.

Primary Responsibilities:	% of Time Spent
<p>Selection, Training, and Leadership Coaching Activities</p> <ul style="list-style-type: none"> • Provides leadership coaching for the Residence Hall Association student organization and its various committees • Provides leadership coaching for the Julie E Zsido Chapter of the National Residence Hall Honorary and its various committees • Coordinates and oversees the training and development of RHA Officers, NRHH officers, and members of both student organizations • Coordinates the loft rental program and delivery service as part of RHA responsibilities • Oversee the Student Training Committee that plans, coordinates, and implements annual training programs for all student staff and leadership team members within the department of Housing and Residence Life • Oversee the Student Selection Training committee and ensures a fair, equitable search process is completed for all student staff positions • Coordinate and provide training for the Pointer Pal Program for fall hall opening 	65%
<p><u>Equity, Diversity, and Inclusion Training</u></p> <ul style="list-style-type: none"> • Infuse inclusivity into all selection and training efforts • Collaborate with campus partners on various EDI initiatives and programmatic efforts • Review and implement strategies for creating an inclusive community for students with varying identities. • Oversee the Housing and Residence Life Equity, Diversity, and Inclusion committee 	20%
<p>Administrative Activities (10%)</p> <ul style="list-style-type: none"> • Manage National Residence Hall Honorary Scholarship foundation account • Facilitate the NRHH Scholarship in honor of Robert E Mosier selection process • Advise, lend support, expertise, and guidance to enhance the professional growth of departmental staff through training and regularly scheduled meetings • Develop and monitor budget for leadership training and programmatic activities • Coordinate all purchasing for Residence Hall Association and National Residence Hall Honorary <p>Performance of Related Tasks (5%)</p> <ul style="list-style-type: none"> • Actively seek out and engages in professional development opportunities such as seminars and conferences • Serve as department representative on the University Leadership Award Selection Committee and the Chancellor's Leadership Selection Committee • Serve as department representative on the Welcome Week planning committee • Participate in division and/or University committees as requested 	15%
Qualifications – Knowledge, Skills, and Abilities:	
<p>Required Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> • Master's degree in Student Affairs, Leadership Development, higher education administration, or related field • A minimum 5 years of post-master's degree experience with progressive responsibilities working in residence hall communities • Demonstrated experience with student leader training and development • Demonstrated administrative skills and ability to manage competing priorities 	

- Demonstrated experience with developing equity, diversity, and inclusion training and initiatives
 - Demonstrated skills with all forms of communication
- Preferred Knowledge, Skills, and Abilities**
- Over 5 years of post-master's degree experience with progressive responsibilities
 - Demonstrated experience working with volunteers
 - Demonstrated passion for college student development and leadership coaching
 - Experience working with a campus residence hall association and/or National Residence Hall Honorary chapters
 - Demonstrated leadership and training in equity and inclusivity

Physical Effort/Demands:
<ul style="list-style-type: none"> • Sitting • Standing • Walking • Lifting your arms above your head to reach high, possibly difficult, areas • Kneeling • Squatting • Stooping • Frequently lift 1 – 10 pounds • Occasionally lift 15 pounds
Equipment Operated:
<ul style="list-style-type: none"> • Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices
Working Environment:
The noise level in the work environment is usually quiet.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name

Date

Employee Signature

Date

Supervisor Name

Date

Supervisor Signature

Date